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# STYLE MANUAL

Preliminary Edition

U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Public Health Service
Washington, D. C.
1960

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# PREFACE

This preliminary edition of a style manual was designed primarily for the use of the Reference Division staff. It was prepared by the following committee: Charles Roos, chairman; Mary Grinnell; Marie Harvin; and Jeannette Barry. Plans are being made to issue a style manual for the entire National Library of Medicine.

Estelle Brodman

ESTELLE BRODMAN
Assistant Librarian for
Reference Services
National Library of Medicine

CONTENTS


| | | Page |
|---|---|---|
| I. | Serials | 1 |
| II. | Monographs | 4 |
| III. | Pagination | 6 |
| IV. | Government Publications | 7 |
| V. | Punctuation | 8 |
| VI. | Annotations | 9 |
| VII. | Publishers and Prices | 9 |
| VIII. | Underlining | 10 |
| IX. | Numerals | 10 |
| X. | Joint Authors | 10 |
| XI. | Spacing | 11 |
| XII. | Rules for Citing Portraits, Pictures, Charts, Tables and Diagrams | 12 |
| XIII. | Abbreviations | 14 |
| | Index | 16 |

## I. SERIALS

1. Serial citations will conform to the following style:

   Ross, H., Wolcott, R. R. Hemoglobin types in leprosy. Int J Leprosy 26: 118-22, 1958.

2. Issues paged separately with individual number and date but no volume number will conform to the following style:

   Wright, G. N. The metabolism of muscle. What's New, no. 4: 12-4, June 1958.

3. Citations which include place will conform to the following style:

   Radiol Clin (Basel) 27: 197-200, 1958.

4. Journals which are not abbreviated will be cited:

   Virology 19: 46-9, 1958.

5. Issues having both volume number and an individual number but paged separately will be cited:

   Rosenthal, S. Wound shock. Sci Amer 199 (6): 115-24, Dec. 1958.

6. Articles with internumbered pages containing advertisements or other material extraneous to the reference will be cited including the numbering of extraneous pages; "passim" will be used to indicate that the paging of the article is not continuous.

   Example:

   Gitlin, D., Janeway, C. A. Agammaglobulinemia. Sci Amer 197 (1): 93-104 passim., Jan. 1957.

7. Abstracts cited as the main entry will be indicated as follows:

   Digman, J. The influence of early massing of practice on final levels of performance of motor skill [Abstract] Amer Psychologist 8: 342, 1953.

8. Abstracts cited as additional to the main entry will be indicated as follows:

   Walmsley, R. Growth of bone. Brit J Nutr 6: 410-5, 1952.

   Abstract: Excerpta Med, Sect. 2, 6: no. 5944, 1953.

9. Letters to editors and editorials will be designated by whatever terms the publication applies to such sections.

   Examples:

   Schwab, R. S. Nerve gas poisoning [Correspondence] US Armed Forces Med J 9: 600-1, 1958.

   Histoplasmosis [Editorials and comments] JAMA 168: 2272, 1958.

   Sputnik [Editorial] Milit Med 121: 415-6, 1957.

10. Dashes ----- will be used to indicate identical authorship or authorships in consecutive entries. The dash will commence at the normal author indentation and will consist of five hyphens. The title will commence two spaces following the hyphen.

    Kinross-Wright, V. Chlorpromazine; a major advance in psychiatric treatment. Postgrad Med 16: 297-9, 1954.

    ----- Chlorpromazine in psychiatric disorders. Med Clin N America 41: 295-306, 1957.

11. Identical and nearly identical articles by the same author or authors should be cited as a single entry.

    Mayo, A. M. Environmental consideration of space travel from the engineering viewpoint. J Aviat Med 27: 379-89, 1956. Also: Interavia 11: 435-8, 1956.

    Tobias, C. A. Radiation hazards in high altitude aviation. vii, 36p. (USAF Wright Air Development Center, Ohio. WADC technical report 52, 119, May 1952). Also [with minor variations] J Aviat Med 23: 345-72, 1952.

    Ogle, D. C. Address by Major General Dan C. Ogle, Surgeon General USAF, at Symposium of Southern Research Institute, 16 May 1957 [on space medicine] USAF Med Serv Dig 8(9): 2-8, Sept. 1957. Reprinted as: Man in a space vehicle. US Armed Forces Med J 8: 1561-70, 1957.

12. In the titles of articles no word will begin with a capital letter except the initial word and proper nouns and adjectives. German titles will conform to this rule.

13. Serial titles and abbreviations will conform to the practice of the Index Medicus except that accent marks will be added to foreign journal titles.

14. Articles in western languages will be cited in the original language with no translation. If readily available, translations of less known languages will be supplied.

## II. MONOGRAPHS

15. Citing of monographs will conform to the NLM catalog entry with the following exceptions:

    a. Joint author will follow main author in the entry.

    b. Repetition of authors' names in the title will be omitted.

    c. Collation will normally omit illus. and preliminary pagination.

    d. Subtitles and "prepared for" information will be omitted at the discretion of the bibliographer. Ellipses will not be used to indicate such omissions. If elements of the main title are omitted, however, omissions will be indicated by the ellipsis.

    e. In citing authors' first and middle names, initials will be used when the first and middle names or initials of authors are given on the publication. If only the first name of the author is given, this will be spelled out. Additional initials of authors (e.g. three or more) will be included if there are any.

    Example:

    Twiss, J. R. and Oppenheim, Elliot. Practical management of disorders of the liver, pancreas, and biliary tract. Philadelphia, Lea & Febiger, 1955. 653 p.

16. "In" references:

    a. Will not include total number of pages of the volume.

    b. Will include both chapter number and pages when citation is to a complete chapter.

    Example:

    Gosse, A. H. Cardiology. In: Cope, Zachary. Medicine and pathology. London, H. M. Stationary Off., 1952. Chapter 3, p. 109-12. (History of the Second World War. United Kingdom Medical Series)

17. Supply date and place without brackets if these can be determined from the volume. Copyright designation in connection with the date will not be used.

18. Bilingual articles and titles will be indicated as follows:

World Health Organization. Regional Office for Europe. Occupational health in the European region; information on occupational health and related legislation in some European countries. Geneve, 1956. 320 p. (MH/EUR/48. 56) Articles in French or English. Title in French and English.

## III. PAGINATION

19. Continuous pagination only will be recorded if journals are paged both separately and continuously.

20. Publications with unnumbered pages or leaves will have total number of pages supplied in brackets.

21. It is recommended that the total number of pages be supplied in brackets if citing pages of multi-paged publications individually becomes cumbersome. If the designation "various pagings" is used it will be situated in the place normally occupied by the number of pages and will not be placed in brackets.

22. Count as pages paged and unpaged separate sections of illustrations.

23. Leaves will be cited as pages, except for bibliographies in which bibliographic technique is of primary importance, where the distinction between leaves and pages will be maintained.

## IV. GOVERNMENT PUBLICATIONS

24. Government research reports will be entered under personal author or authors when these are given. Corporate authorship will be indicated in a series note.

Example:

Shepard, J. C. and others. Direct color radiography. 14 p. (U. S. Army Medical Research Laboratory, Fort Knox. Report no. 315 a, 6 June 1958) illus. col.

25. Corporate entries will conform to the following pattern:

U. S. Department of the Army. Psychiatric treatment in the combat areas. 13 p. (Its TB Med 238, 24 November 1952)

26. Names of corporate units in series notes will be in capitals and will not be abbreviated. Reports designated by symbols will use the symbol form as given on the report, however (as in number 25 above).

## V. PUNCTUATION

27. In the body of the entry an ellipsis is used to indicate the abridgement of a long title; brackets are placed around elements or parts of elements supplied by the bibliographer; and double punctuation is avoided by omitting final periods and commas after brackets, ellipses, and parentheses.

Example:

Sachs, Ernest. The history and development of neurological surgery. [New York] Hoeber [1952] 158 p. (Yale University. School of Medicine. Department of the History of Medicine. Publication no. 29)

28. Brackets will be placed around translations supplied by the bibliographer. No period will proceed or follow the brackets unless the final word of the original title is abbreviated.

Example:

Shaposhnikov, V. N. Fiziologiia obmena veshchestv i sistematika bakterii [Physiology of metabolism and bacterial systems] Tr Inst Mikrobiol Akad Nauk SSSR 5: 24-39, 1958.

29. Punctuate dates as follows:

| | |
|---|---|
| 24 Jan. 1958 | Jan. 24, 1958 |
| 24 June 1958 | June 24, 1958 |

## VI. ANNOTATIONS

30. Annotations will follow all elements of the bibliographic citation. Annotations will not be placed in parentheses or brackets.

31. The annotation "Not examined" will be used where pertinent and desired (instead of "not seen" etc.)

32. An annotation may be used to show the number of references cited, e. g. -----references.

33. Typewritten publications will be indicated by the word "Typewritten" added as an annotation. Near-print publications will not be distinguished from letter press material.

## VII. PUBLISHERS AND PRICES

34. Book citations including price and publisher's address will conform to the following style:

> Schwartz, Louis and others. Occupational diseases of the skin. 3d ed. 1957. 981 p. Lea & Febiger, 600 Washington Sq., Philadelphia 6, Pa. $18.00.

35. Foreign prices will be cited in the currency of the country of publication.

## VIII. UNDERLINING

36. The titles of books, serials, or articles will be underlined when cited alone within the body of text or letter. When full citation is used within the body of text or letter, there will be no underlining. Nor will underlining be used in the bibliographies, footnotes, or in references listed at the end of a letter.

## IX. NUMERALS

37. Arabic numerals are preferred to Roman except when the latter are indications of the initial pages of a publication.

    Thus: Chapter 6 (not VI); Part 1 (not I)

## X. JOINT AUTHORS

38. If there are more than three authors, the first will be cited followed by "and others."

## XI. SPACING

39. Of serial citations:

Ross, H., Wolcott, R. R. Hemoglobin types in leprosy. Int J Leprosy 26: 118-22, 1958.

U. S. Department of the Army. Psychiatric treatment in combat areas. 13 p. (Its TB MED 238, 24 November 1952)

Sputnik [Editorial] Milit Med 121: 415-6, 1957.

40. Of monographs:

Gosse, A. H. Cardiology. In: Cope, Zachery. Medicine and pathology. London, H. M. Stationary Off., 1952. Chapter 3, p. 109-12. (History of the Second World War. United Kingdom Medical Series)

Twiss, J. R. and Oppenheim, Eliot. Practical management of disorders of the liver, pancreas, and biliary tract. Philadelphia, Lea & Febiger, 1955. 653 p.

## XII. RULES FOR CITING PORTRAITS, PICTURES, CHARTS, TABLES AND DIAGRAMS

### 41. PORTRAITS

Citations to published portraits, using the abbreviation "port.," will be entered after the main bibliographic reference. Add page number and caption under portrait. If no caption is given, supply name of individual in square brackets, followed by page reference.

Examples:

M. N. Smith-Petersen, 1886-1953. J Bone Joint Surg [Amer] 35: 1042-5, 1953. port. p. 1045.

Garrison, F. H. An introduction to the history of medicine. 4 ed. Philadelphia, Saunders, 1929. port. John Shaw Billings (1838-1913) p. 668.

Bailey, H. and Bishop, W. J. Notable names in medicine and surgery. 2 ed. London, Lewis, 1946. port. [Charles McBurney (1845-1915)] p. 126.

### 42. PICTURES

Cite published pictures other than portraits as in (41), using the abbreviation "illus." If in color, cite as follows: "illus. col."

Example:

Laignel-Lavastine. Histoire général de la médecine, de la pharmacie, de l'art dentaire et de l'art vétérinaire. Paris, Albin Michel Editeur, 1938. v. 2: illus. col. "La consultation ou le dernier espoir; gravure de Rowlandson (1808)" opp. p. 460.

## 43. CHARTS, TABLES AND DIAGRAMS

Cite charts, tables, and diagrams at end of reference, supplying caption and plate and/or page reference. If illustration is uncaptioned, provide title briefly, and place it in brackets.

Examples:

Moses, W. F. Artistic anatomy. Los Angeles, Borden Pub. Co., 1947. 59 p. [Muscles of the trunk (side view)] pl. 33.

Petrini, M. Diffusione dell'amebiasi e della lambliasi in Italia. Rass Med (Milan) 33: 209-14, 1956. "Diffusione dell'amebiasi e della lambliasi nella zona de Pisa." Table 2, p. 211.

Bailey, H. and Bishop, W. J. Notable names in medicine and surgery. 2 ed. London, Lewis, 1946. [Trendelenburg's Position] p. 124.

## XIII. ABBREVIATIONS OF COMMON WORDS

Band - Bd.

bulletin - bull.

colored - col.

compiler - comp.

congress - cong.

edition - ed.

editor - ed.

enlarged - enl.

frontispiece - front.

government - govt.

illustrated - illus.

international - int.

introduction - introd.

journal - j.

leaf - l.

new series - n. ser.

no date - n.d.

no place - n.p.

number - no.

opposite - opp.

out of print - o. p.

page - p.

pages - p.

part - pt.

portrait - port.

preface - pref.

preliminary - prelim.

proceedings - proc.

revised - rev.

section - sec.

series 3 - ser. 3

third series - 3 ser.

supplement - suppl.

title page - t.p.

tome - t.

transactions - trans.

U. S. Government Printing Office - Govt. Print. Off.

volume - vol.

## ABBREVIATIONS OF COMMON WORDS (continued)

Months will be abbreviated as follows:

| | |
|---|---|
| Jan. | July |
| Feb. | Aug. |
| Mar. | Sept. |
| Apr. | Oct. |
| May | Nov. |
| June | Dec. |

## INDEX

Numbers refer to item numbers unless otherwise indicated.


Abbreviations, 13, p. 14-15

Abstracts, 7, 8

Annotations, 30-33

Bilingual articles and books, 18

Capitalization, 12

Chapters in books, 16 b

Charts, 43

Dashes, use in identical author entries, 10

Diagrams, 43

Editorials, 9

Government publications, 24-26

Leaves, 23

Letters to editors, 9

Monographs, 15-18

Near-print publications, 33

Numerals, 37

Pagination, 2, 5, 6, 19-23

Pictures, 42

Portraits, 41

Prices, citation, 34, 35

Publishers, 34

Punctuation, 27-29, 36

Serials, 1-14

Series notes, 26

Spacing of citations, 39, 40

Tables, 43

Typewritten material, 33

Translation of titles, 14, 28

Underlining, 36

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